

SECRET

COMPARISON of

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Comparison of - Working hours - 0830 to 1700
Saturday 0830 to 1230 (generally)

	WH	EE	WE	NE
Weekday coverage	1 - 0630 - 1700 1 - 0730 - 1700 3 - 0830 - 1700	3 - 0730 - 1700	1 - 0730 - 1700	1 - 0700 - 1700
Saturday	1 - 0700 - 1700 1 - 0800 - 1630 1 - 0730 - 1600	2 - 0700 - 1200	1 - 0730 - 1230	1 or 2 0730 - 1230
Overtime	3 hrs daily 25 hrs Sat	3 hrs daily 10 hrs Sat	None daily* 5 hrs Sat (rotated) *persons reptg early leave early	1 1/2 hrs daily (rotated) 5 hrs Sat (rotated)
Personnel charged to Registry				
Actually doing Registry operations				
1962 Workload	40,750	94,638	77,895	38,308
Cables	7,940 (T&A's)	21,189 (T&A's)	12,171 (SAT)	14,529 (T&A's)
Dispatches				
Cables logged how	yes typed log	no chrono used as log	no chrono used as log	no chrono used as log
Cables kept	12-18 mos.	6 mos.	6 mos.	6 mos.

	WH	EE	WE	ME
Dispatches logged	for T's abstracts & chronos kept W's logged on F 311 S's kept on F 59-140 (Dispatch number Control sheet)	by abstract no chronos kept (only A's rec'd teletape) W's not controlled S's not controlled A's partially controlled	chronos for SAT's serves as log W's not contr A's not contr by Reg. may be at desks	no chronos abst for T's Abst on A's for R&K only. W's not controlled S's not controlled
Dispatches kept abstracts manifests cable log	2 years (chrono) 2 years 1 year 3 years	abstract kept indef (retired to Rec Ctr) none	2 years (chrono) done by Branches none	abstracts kept indef. none
Equipment	13 safes 10 used by <input type="text"/> 3 are Div Ch's	3 safes 1 rollex (abstr)	4 safes	2 - 4dr safes 2 - 5dr safes Shelving (6)
Cables received	8 action copies 7 info copies	6 action 4 info	6 action 4 info	6 - 7 action 11 info
Early worn cable traffic required	ready 0745 to be read before 0845	0830 to be read by 0900	0830 to be read by 0900	0830
Cables filed	by station & numerically by station no.	in by IN number out by DIR number	in by IN number out by DIR number	in by IN number out by DIR number
Requests made by	IN number (sometimes by station)	IN number DIR	IN number DIR	IN number DIR
Cryptos & pseudos done	by <input type="text"/> personnel (4 card cross ref system & number book)	by <input type="text"/> personnel (2 card file w/number book as cross ref.)	done by Secy to Div Chief	by <input type="text"/> personnel (4 cards)

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Registries	WH	EE	WE	NE
TS control	by [] Pick up & del Rybat to chief 1 copy of abstract pulled for file Stamps date, envelopes & logs W's then sends to RI Non acct done by []	by []	by [] [] picks up & delivers Rybat to chief- no control also envelopes, date stamps Rybat outgoing - no control. Non acct pouch manifest done here but may be transferred to each Branch a/c Reg workload	by [] [] - on Rybat and Kapok envelopes, date stamps, checks, returns yellow copy to originator no control made Non acct done by each Branch

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